

Madison County Electoral Board

Minutes of the Madison County Electoral Board (EB) Meeting 17 August 2021 – 4 pm, 414 N. Main St., Madison VA

- **Meeting Attendees:** Mark Farmer, EB Chair; Margaret “Fred” Douglas, EB Vice-Chair; Susanna Spencer, EB Secretary; and Lauren Eanes, General Registrar (GR)
- **Call to Order:** Chairman, Mark Farmer called the meeting to order at 4:00 pm. This was the first meeting at the GR’s new office.
- **Approval of Minutes:** Meeting attendees noted that the minutes of the Democratic Primary Canvass sessions conducted on 9 and 11 June 2021 needed to be corrected in accordance with email review comments and re-posted. Chairman, Mark Farmer, asked that recent issues with posting EB meeting information be resolved promptly to ensure Virginia State requirements are met. Susanna Spencer accepted an action item (#081721-01) to make these corrections/updates.
- **Election Law Changes 2021:** Lauren Eanes briefed/refreshed the EB on recent changes to the Voting Laws in Virginia, and led a short discussion about the impact of these changes on Madison County.* (*Mandatory training for ALL statewide EB members was conducted on these law changes in June 2021.)
- **Election Planning:** The meeting attendees discussed the following items relative to the general election on Tuesday 2 November 2021 (Governor, Lieutenant Governor, Attorney General, House of Delegates 30th District, Board of Supervisors, and School Board).
 - **Ballots:** Lauren Eanes presented historical data regarding the number of voters that typically vote for similar elections. Based on this data, the EB voted to purchase 6000 ballots, and to re-visit the number, if required, as the election date nears.
 - **Election Official (EO) Training:** Meeting attendees agreed that the EO training will occur on Wednesday 13 October 2021 at two sessions (9 am and 5 pm). The training will comprise the following: 1) a review of Safety and Security - (Fred Douglas, 9 am; Mark Farmer, 5 pm), 2) four hands-on break-out sessions: a) Equipment – Charles Moncrief, b) Paper Work – Lauren Eanes, c) Poll Pads – Fred Douglas, and d) Check-In/Miscellaneous – Susanna Spencer, and 3) a hands-on exercise filling in a Statement of Results (SOR) – (Tosh Bledsoe and Lauren Eanes). The goal will be for the training to last approximately 1 hour.
 - **EO Precinct Assignments:** With the exception of a few EOs who asked for assignment changes, the same EO assignments that were utilized for the 8 June 2021 elections will be used for this election. Lauren Eanes accepted an action item (#081721-02) to ensure all who asked for changes are reported to Susanna Spencer, who will record and track EO assignments, and interface with the EOs. Mark Farmer asked that Lauren and Susanna evaluate the assignments at Rochelle and Oak Park to ensure both political parties have representation at those precincts, and make changes as required (#081721-03). Fred Douglas accepted an action item (#081721-04) to ask the Ruritan Club if they would be willing to assist in parking cars at Brightwood for the election. Mark Farmer accepted an action item (#081721-05) to contact the Virginia Department of Transportation (VDOT) regarding placing signs at necessary precincts.
 - **Announce Training and Seek Confirmation from EOs:** Susanna Spencer will send out a single email to EOs to ask them to: 1) respond to which training session they will attend – 9 am on 13 October 2021, or at 5 pm the same day; and 2) confirm that they will be available to work at the general election on 2 November 2021. (Precinct assignments will be confirmed in person at the training sessions on 13 October 2021.)
 - **Covid Precautions:** The EB will closely monitor rapidly-changing Covid conditions and mandates. At this time, the EB consensus is to follow Center for Disease Control (CDC) guidelines. EOs and voters will be free to wear masks at their discretion, and will, of course, be required to wear them should the State mandate them before the election.

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- **Logic and Accuracy (L&A) Testing of the Voting Equipment:** In preparation for the 2 November 2021 election, L&A testing of the voting equipment will be conducted by Lauren Eanes, Charles Moncrief, Susanna Spencer, and Fred Douglas on September 15th at 2 pm. Susanna Spencer accepted an action item (#081721-06) to post the date and time of the L&A testing on the EB webpage and to forward the dates/information to the Party Chairs.
- **Adjustments to Electoral Board Assignments:** The following adjustments were made to EB assignments.
 - Prepare and post meeting announcements, agendas, and minutes (except Canvassing meetings) - Fred Douglas
 - Make/update/communicate EO assignments – Susanna Spencer
 - Develop EB schedules – EB in concert with GR. Lauren Eanes accepted an action item (#081721-07) to provide her GR checklist to assist the EB in this task.
- **ELECT Advisories** – The EB discussed the importance of keeping up with the ELECT Advisories and the assessment of their impacts. In the future, a member of the EB will provide a quick summary of the significant ELECT Advisories at EB meetings. Cyber Advisories should be reviewed promptly.
- **Important Future Dates for GR, EB, and Community:**
 - Friday, 17 September 2021 – Early voting begins in person at the GR office (414 N. Main St., Madison VA) and by mail for all VA voters
 - Monday, 11 October 2021 – Last day to register to vote or change address prior to election
 - Wednesday, 13 October 2021 – EO training, 9 am or 5 pm at 414 N. Main St., Board of Supervisors Auditorium
 - Wednesday, 13 October 2021 – Electoral Board Meeting, at the conclusion of EO training ~ 6:30 pm, GR Office, 414 N. Main St., Madison VA
 - Friday, 22 October 2021 – Last day to request to vote by mail
 - Saturday, 23 October 2021 – (Saturday) in-person voting at GR office 9 am – 5 pm, 414 N. Main St., Madison, VA
 - Tuesday, 2 November 2021 – General Election 6:00 am – 7:00 pm at each of the 10 precincts
 - Wednesday, 3 November 2021 – Post-Election Canvass 10:00 am, GR Office, 414 N. Main St., Madison, VA
 - Thursday, 4 November 2021 – Post-Election Canvass for Provisional Ballots (TBD), 414 N. Main St., Madison, VA
 - Friday, 5 November 2021 – Post-Election Canvass for Absentee Ballots and Certification of Results, 414 N. Main St., Madison, VA
- **Adjourn:** The meeting was adjourned by Mark Farmer, at 5:15 pm.

Action Item Summary from 17 August 2021

Action Item Number	Description of Action	Assigned To	Due Date
081721-01	Correct and re-post minutes of 9 and 11 June Canvassing meetings to the EB county webpage.	Susanna Spencer	19 August 2021
081721-02	Ensure all EOs who asked for changes in their precinct assignments are reported to Susanna Spencer for action.	Lauren Eanes	19 August 2021
081721-03	Evaluate the assignments at Rochelle and Oak Park to ensure both political parties have representation at those precincts, and make any necessary changes.	Susanna Spencer and Lauren Eanes	24 September 2021
081721-04	Ask the Ruritan Club at Brightwood if they would be willing to assist in parking cars for the general election (2 Nov 21).	Fred Douglas	31 August 2021
081721-05	Contact VDOT regarding placing signs at necessary precincts.	Mark Farmer	31 August 2021
081721-06	Post the date and time of the L&A testing on the EB webpage and forward the information to the Party Chairs.	Susanna Spencer	2 September 2021